



Nr.	Item	Explanation
eRecruitment application tool; recruitment procedure		
1.	Last update of this record	1.12.2018
2.	Reference number	033
Part 1 - Article 31 Record		
3.	Name and contact details of controller	Controller: European Aviation Safety Agency, Konrad-Adenauer-Ufer 3, 50668 Cologne, Germany Contact: Head of Human Resources Department; hr.info@easa.europa.eu
4.	Name and contact details of DPO	dpo@easa.europa.eu
5.	Name and contact details of joint controller (where applicable)	Not applicable
6.	Name and contact details of processor (where applicable)	Not applicable
7.	Purpose of the processing	The purpose of the personal data processing is to evaluate the candidates' ability to perform the functions of the post for which a selection and recruitment procedure has been organised in order to select the best candidate for the position, in compliance with the requirements of the CEOS, implementing rules and vacancy notice.
8.	Description of categories of persons whose data EASA processes and list of data categories	EASA processes the data of data subjects applying to a vacancy notice published by EASA. Categories of personal data: <ul style="list-style-type: none">- First name, surname; address; gender; nationality; data and place of birth- Concerning the data subject's career/employment history- Concerning, allowances and bank accounts- Concerning leave and absences- data being used to evaluate personal aspects of the data subject (ability, efficiency, conduct)- in the form of personal identification numbers



PERSONAL DATA PROCESSING RECORDS AND COMPLIANCE CHECK LIST	Ref 033 eRecruitment
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		<ul style="list-style-type: none">- concerning the data subject's private sphere (leisure activities and sports)- concerning recruitment and contracts- concerning missions and journeys- concerning telephone numbers and communications
9.	Time limit for keeping the data	Collected personal data are recorded and stored for a period of five years upon expiration of the reserve list for both non-recruited candidates and candidates on the reserve list. For recruited staff, personal data are recorded and stored for a period of 10 years after termination of service or upon payment of the last pension.
10.	Recipients of the data	Members of selection panels (i.e. EASA staff members), exceptionally external persons as members of selection panels, or when conducting assessment centres in the context of a selection procedures, software developers consultants.
11.	Are there any transfers of personal data to third countries or international organisations? If so, to which ones and with which safeguards?	No
12.	General description of security measures, where possible.	Hard copy recruitment files are kept in lockers or in a storage room in the basement, keys only accessible for the recruitment team. Submitted applications are only accessible for the responsible recruiter assigned, electronic recruitment files are stored on a common drive with restricted access to the members of the HR department; some documents are also password protected. There are different levels of access rights, 1. level: recruiters with the right to assign other recruiters/EASA staff members, 2. level: recruiters only with access rights to their assigned recruitment procedures.
13.	For more information, including how to exercise your rights to access, rectification, object and data portability (where applicable), see the privacy statement:	See privacy statement